Effective Date Statewide: 12/05	Revision Date
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### **DISPLAY TRUST**

## **Description:**

This screen displays all the trust amounts that are due for the case selected with a grand total (Listed as case totals). This screen is helpful in answering questions regarding trust information on a case.

#### Reference:

Accounting Manual

http://192.168.9.168/AccountingManual/lpExt.dll?f=templates&fn=main-j.htm&vid=10.1048/Enu&2.0

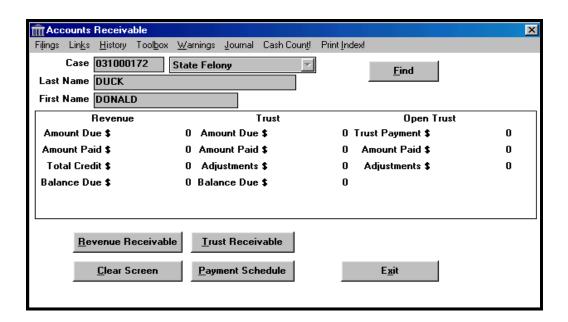
#### Overview:

Use the Display Trust screen to view the status of the trust accounts on a case, including the amount due, amount paid, amount that has been paid out, and any remaining balances.

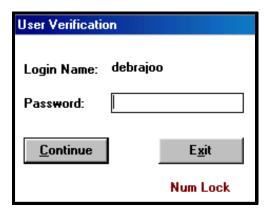
### **DISPLAY TRUST**

# **Procedure/Computer Entry**

From the Primary Menu screen select **Accounting > Accounts** 1. Receivable > Trust Receivable.

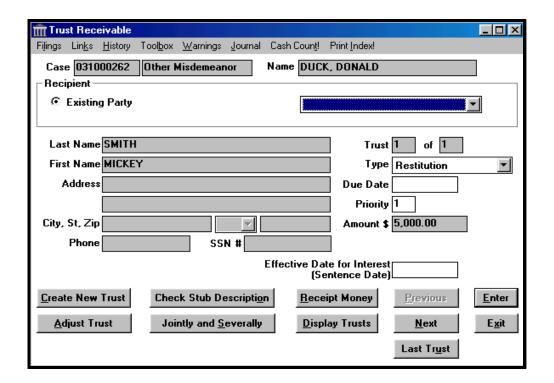


Type Password and select **Continue**. 2.



Select **Display Trusts**. 3.

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If there is only one trust receivable, it will show on the screen with the case totals. If there are two trust receivables or more, use the scroll bar to see the additional items.

